

**STAFF REPORT**  
Meeting Date: December 12, 2003

**Agenda Item 8**

**TO:** LAFCO Commissioners  
**FROM:** Everett Millais, Executive Officer  
**SUBJECT:** Budget Report – 1st Quarter FY 2003-04

**RECOMMENDATION:**

Receive and file the first quarter budget report for fiscal year 2003-04.

**DISCUSSION:**

LAFCO policies and procedures require the Executive Officer to provide the Commission with quarterly budget reports as soon as information is available after the end of each fiscal quarter. The attached report for the first fiscal quarter of 2003-04, ending September 30, was not available in time for review by the Commission at the October meeting.

The Commission took action in September relating to the final report for the fiscal year 2003-2003. The actual fund balance was higher than estimated during the budget process. The Commission directed that the additional \$27,121 be added to the "Designated for Subsequent Year Financing." The adjustment was not recorded prior to the end of the first quarter, September 30, 2003. Therefore, the attached first quarter report does not reflect the budgetary adjustment.

With on-going assistance and support from the County Auditor-Controller, staff has prepared the attached report reflecting expenditures and revenues as of September 30, 2003. Overall expenditures are approximately 33% of budget at 25% of the fiscal year. Some expenditures and encumbrances were made during the first quarter for non-

**COMMISSIONERS AND STAFF**

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<b>COUNTY:</b> Steve Bennett Kathy Long <i>Alternate:</i> Linda Parks	<b>CITY:</b> John Zaragoza, Vice Chair Evaristo Barajas <i>Alternate:</i> Don Waunch	<b>SPECIAL DISTRICT:</b> Jack Curtis Dick Richardson <i>Alternate:</i> Ted Grandsen	<b>PUBLIC:</b> Louis Cunningham, Chair <i>Alternate:</i> Kenneth M. Hess
<b>EXECUTIVE OFFICER:</b> Everett Millais	<b>SENIOR PLANNER:</b> Hollie Brunsky	<b>CLERK:</b> Debbie Schubert	<b>LEGAL COUNSEL:</b> Noel Klebaum

recurring expenses throughout the year. Thus, no adjustments or transfers between major account code series or from contingencies are necessary or recommended at this time. Staff continues to closely monitor the budget in terms of actual expenditures and revenues each month. There are no known unexpected expenditures, and revenues are expected to match or exceed budget amounts by year-end.

A more detailed and complete report will be presented to the Commission in January or February 2004. That report will reflect expenditures and revenues for the first six months of this fiscal year and will include budget adjustments approved by the Commission in September.

**VENTURA LOCAL AGENCY FORMATION COMMISSION**  
**BUDGET TO ACTUAL FY2003-04**  
**FOR THREE MONTHS ENDING SEPTEMBER 30, 2003 (25% of year)**

<u>Summary</u>	<u>Budget</u>	<u>To Date</u>	<u>% of Budget</u>
Revenue	641,215	262,824	40.988%
Obligations	695,725	159,726	22.958%

Account Number	Title	Revenue/Obligations			Total Revenue/ Obligation	Variance Favorable (Unfavorable)
		Budget	Actual	Encumbered		
FUND BALANCE (6-30-03)		127,116				
DESIGNATION FOR SUBSEQUENT YR FINANCING		38,900				
REVENUE						
8911	Interest Earnings	4,500	0.00	0.00	0.00	(4,500.00)
9372	Other Governmental Agencies	390,699	245,922.00	0.00	245,922.00	(144,777.00)
9772	Other Revenue - Miscellaneous	80,000	16,901.50	0.00	16,901.50	(63,098.50)
	<b>Total Revenue</b>	<b>475,199</b>	<b>262,823.50</b>	<b>0.00</b>	<b>262,823.50</b>	<b>(212,375.50)</b>
	<b>TOTAL SOURCES</b>	<b>641,215</b>	<b>262,824</b>	<b>0.00</b>	<b>262,824</b>	<b>(\$212,376)</b>
EXPENDITURES						
1101	Regular Salaries	221,253	42,792.03	0.00	42,792.03	178,460.97
1102	Extra Help	25,000	0.00	0.00	0.00	25,000.00
1106	Supplemental Payments	7,615	2,493.34	0.00	2,493.34	5,121.66
1121	Retirement Contribution	0	(1,698.17)	0.00	(1,698.17)	1,698.17
1122	OASDI Contribution	11,915	2,357.06	0.00	2,357.06	9,557.94
1123	FICA - Medicare	3,362	637.24	0.00	637.24	2,724.76
1126	POB Debt Service	32,450	6,355.43	0.00	6,355.43	26,094.57
1141	Group Insurance	15,332	2,071.18	0.00	2,071.18	13,260.82
1142	Life Ins/Dept. Heads & Mgmt.	105	21.43	0.00	21.43	83.57
1143	State Unemployment Ins.	349	64.48	0.00	64.48	284.52
1144	Management Disability Ins.	936	166.11	0.00	166.11	769.89
1146	Med Ins Surc	2,657	267.90	0.00	267.90	2,389.10
1165	Worker Compensation Ins	3,372	918.57	0.00	918.57	2,453.43
1171	401K Plan	5,465	1,106.54	0.00	1,106.54	4,358.46
	<b>Salaries and Benefits</b>	<b>329,811</b>	<b>57,553.14</b>	<b>0.00</b>	<b>57,553.14</b>	<b>272,257.86</b>
2032	Telephone Charges - Non ISF	150	31.57	128.42	159.99	(9.99)
2033	Voice/Data ISF	5,000	440.87	0.00	440.87	4,559.13
2071	General Insurance Alloca - ISF	1,500	0.00	0.00	0.00	1,500.00
2125	Facil/Matls Sq. Ft. Alloc. - ISF	12,900	0.00	0.00	0.00	12,900.00
2141	Memberships & Dues	4,500	2,787.00	0.00	2,787.00	1,713.00
2154	Education Allowance	3,000	0.00	0.00	0.00	3,000.00
2158	Indirect Cost Recovery	10,904	0.00	0.00	0.00	10,904.00
2172	Books & Publications	500	0.00	0.00	0.00	500.00
2173	Office Supplies	2,700	68.49	2,430.82	2,499.31	200.69
2174	Mail Center - ISF	10,600	1,292.90	0.00	1,292.90	9,307.10
2176	Purchasing Charges - ISF	1,000	136.20	0.00	136.20	863.80
2177	Graphics Charges - ISF	1,800	1,272.90	0.00	1,272.90	527.10
2178	Copy Machine Charges - ISF	2,600	0.00	0.00	0.00	2,600.00
2179	Miscellaneous Office Expense	10,000	285.98	0.00	285.98	9,714.02
2191	Board Members Fees	4,000	600.00	0.00	600.00	3,400.00
2192	Information Technology - ISF	350	319.50	0.00	319.50	30.50
2197	Public Works - Charges	35,000	4,576.84	15,423.16	20,000.00	15,000.00
2199	Other Prof & Spec Service	134,510	41,708.50	12,801.40	54,509.90	80,000.10
2214	County GIS Expenses	23,800	6,470.14	0.00	6,470.14	17,329.86
2261	Public & Legal Notices	1,500	872.37	0.00	872.37	627.63
2273	IBM PC Leasing - Non ISF	4,800	1,557.04	3,114.96	4,672.00	128.00
2304	County Assessor	6,000	0.00	0.00	0.00	6,000.00
2304	County Counsel	12,000	166.59	0.00	166.59	11,833.41
2522	Private Vehicle Mileage	6,000	1,038.67	0.00	1,038.67	4,961.33
2523	Conf. & Seminars Expense	12,500	4,648.44	0.00	4,648.44	7,851.56
	<b>Services and Supplies</b>	<b>307,614</b>	<b>68,274.00</b>	<b>33,898.76</b>	<b>102,172.76</b>	<b>205,441.24</b>
6101	Contingency	58,300	0.00	0.00	0.00	58,300.00
	<b>TOTAL EXPENDITURES</b>	<b>695,725</b>	<b>125,827.14</b>	<b>33,898.76</b>	<b>159,725.90</b>	<b>535,999.10</b>

Object 2199 includes \$54,510 in rolled encumbrances